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UNITED STATES CIVIL SERVICE COMMISSION

BULLETIN

Washington 25, D. C.

August 4, 1961

BULLETIN NO. 890-5

SUBJECT: FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM: "CLAIM KITS" FOR
EMPLOYEES ENROLLED IN GOVERNMENT-WIDE INDEMNITY BENEFIT PLAN

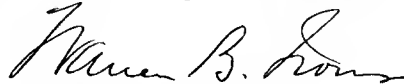
Heads of Departments and Independent Establishments:

The Aetna is now shipping to its local offices supplies of "Claim Kits" for employees' use in maintaining records of expenses required for filing claims. The nearest Aetna office will, upon request, furnish any Federal installation with adequate supplies of these kits. Wherever possible, installations will be contacted by Aetna representatives to arrange for delivery of the kits.

We believe that these kits will be welcomed by employees and that they will make it easier to maintain the records that are required. We, therefore, encourage the cooperation of installations in distributing the Claim Kits to employees enrolled in the Indemnity Benefit Plan.

Distribution to employees may be made in whatever way is most convenient for the installation and may range from sending a kit to each employee enrolled in the Indemnity Benefit Plan to giving a kit to an employee upon his request therefor. Some announcement in the installation's house organ or other similar publication that the kits are available is desirable.

Until October 1, 1961, new enrollees in the Indemnity Benefit Plan should be given a kit with their identification cards. Thereafter, Aetna will mail kits with the identification cards directly to new enrollees.



Warren B. Irons
Executive Director

INQUIRIES: Regional Office, or Task Force, Bureau of Retirement and Insurance, DUDley 6-6127 (Code 129, extension 6127)

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